

SUBJECT: <b>Court</b>	NUMBER: 1-11.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: None	APPROVED: Sheriff

## **I. POLICY**

Personnel of the Valencia County Sheriff's Department are required to appear for testimony in local, state, and federal courts with regard to law enforcement actions and investigations conducted by the department. Procedures have been established that govern the attendance, appearance, and demeanor of personnel to ensure professional representation of the department. A system of receiving, service and recording of subpoenas will be established by the Valencia County Lieutenant in Court Services Division.

## **II. RULES AND PROCEDURES**

### **A. General**

1. Personnel will be served subpoenas as per procedure established by the Valencia County Sheriff. This system will also accommodate any court order, or other paperwork that requests or demands an deputy to appear for any hearing or interview as directed.
2. Personnel will maintain a schedule for all court, hearing, or interview appearances and report for each at the time and place specified.
3. Personnel will, for misdemeanor cases, ensure necessary state witnesses have been subpoenaed if required by the deputy.
4. Personnel will prepare for testimony by review of all documentation related to that testimony. Personnel should contact the District Attorney's Office and review reports with the case attorney when necessary.
5. Personnel will bring a copy of the criminal case, evidence and any other documents necessary or required for case presentation.
6. Personnel will advise a supervisor when they have court during duty hours.
7. Personnel will advise a supervisor when they have conflicting court appearance dates/times. In this event the courts must be contacted to attempt re-schedule of the deputy's appearance time. If the conflict cannot be resolved, deputies will appear at the higher court (Federal, State District) in preference to a lower court. Lower courts will be advised of the deputy's non-attendance and the reason.

## B. Courtroom Security

Personnel shall comply with security measures established in court facilities. Federal Courts require deputies to secure weapons, pagers and cell phones prior to entry of the facility.

## C. Court Attire

Sworn personnel will report for court in uniform unless otherwise directed by court procedure or at the request of the District Attorney. If the uniform is not worn, personnel shall conform to the following dress standard:

1. Male personnel will wear a suit or sport coat, slacks, shirt and tie
2. Female personnel will wear professional business attire
3. Non-sworn personnel will wear professional business attire
4. All personnel will be in compliance with the General Appearance procedures of this manual.

## D. Court Testimony/Demeanor

1. Personnel shall conduct themselves professionally in or around court facilities
2. Personnel will testify accurately and truthfully and:
  - a) Avoid loss of temper
  - b) Avoid humorous or sarcastic comments